



STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
LOUISIANA BOARD OF ETHICS

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January 12, 2012

Phillip L. Sheppard
128 Ashlawn Lane
Monroe, LA 71203

REPORT DUE FEBRUARY 15, 2012

Because your last report for the election held 3/23/1991 shows a "deficit" (i.e. outstanding debts or loans) of \$1,356.00, you may be required to file a supplemental report. Supplemental reports are filed annually and must be complete through the preceding December 31st. Supplemental reports are filed until all debts and loans, including the candidate's personal loans, have been reported as paid or forgiven. Once debts, loans, and expenses for an election have been satisfied, additional contributions received should be reported as contributions for a future election on a report marked as an "annual" report. Separate reports marked "supplemental" should be used for each election in which there was a deficit. If you are reporting on more than one election keep records and reports separate.

Exceptions: If you did not serve in any elected public office during the 2011 calendar year, a supplemental report is not required if: (1) your deficit is less than \$2,500 or (2) your election was prior to the calendar year of 2007, and you have not received any additional contributions or made any loan repayments.

If you had activity which requires you to file a Supplemental report for this election, you must file your report electronically. In order to file electronically with the Louisiana Ethics Administration Disclosure & Electronic Reporting System (LEADERS), free software along with important information regarding electronic filing can be accessed on our website www.ethics.state.la.us.

If this is your first time electronically filing, you must submit an Electronic Filing Affidavit form and obtain a password and ID from this office. Affidavits can be printed from our website and must be received no later than February 9, 2012.

Late fees of \$100 per day for major office candidates and \$60 per day for district office candidates will be assessed for every day supplemental reports are late.

If you have accepted a contribution for a future election, an annual report should be filed in addition to the supplemental report. Annual reports are also due by February 15, 2012.

If the amount of your deficit is \$99,999.99, this is an indication that there is a discrepancy with prior reports filed with our office. Contact Cheryl Vermaelen or Angela Newsom with the Campaign Finance Section at (225) 219-5600 or (800) 642-8830 regarding any questions or necessary corrections.

This loan has been forgiven. Please do not send any more notices
Thank you, Phil Sheppard